COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Training mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements,* and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

 1.1. Approval Date: 1 July 2001.

 1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

 1.3. Standard Man-hour Equation: $Y = 1$ (Constant Manpower).

 1.4. Points of Contact.

       1.4.1. Functional: Major Daniel Steiner, ANG/204SFS

       1.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS: This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

                        DANIEL JAMES III, Lieutenant General, USAF
                        Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CSF - Chief of Security Forces

ESBI - Educational Subject Block Indexes

MAJCOM - Major Command

MEP - Management Engineering Program

POD - Process Oriented Description

SF - Security Forces

SPAS - Security Police Automated System

STAN-EVAL - Standard Evaluation

TEED - Training Exercise and Evaluation Outlines

TDY - Temporary duty

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION
TRAINING

Table A2.1. Listing of Functional Process.

1.	UNIT TRAINING PROGRAM.
1.1.	DEVELOPS TRAINING PLAN. Monitors unit, individual, specialized, and qualification training requirement to incorporate into training plan; prepares and distributes plan to the security police flights for training accomplishment; and coordinates travel arrangements.
1.2.	DEVELOPS, UPDATES, AND MAINTAINS TRAINING MATERIAL.
1.2.1.	PREPARES INITIAL TEST. Identifies academic area to be tested, researches directive, reviews applicable test bank question file, prepares new test question; types question in test format, and forwards to supervisor for approval.
1.2.2.	DEVELOPS AND UPDATES TRAINING MATERIAL. Researches, drafts, reviews and prepares specialized and qualification training outline, lesson plan, chart, mock-up, demonstration, test, and teaching aid required for instruction. Updates training material.
1.2.2.1.	DEVELOPS, UPDATES, AND LOCALIZES EDUCAT1ONAL SUBJECT BLOCK INDEXES (ESBI).
1.2.2.2.	DEVELOPS AND UPDATES TRAINING EXERCISE AND EVALUATION OUTLINES (TEED).
1.2.2.3.	DEVELOPS AND UPDATES SPECIAL TASK CERTIFICATION AND RECURRING TRAINING.
1.2.2.4.	DEVELOPS AND UPDATES TASK PERFORMANCE CHECKLIST (AF FORM 689, *TASK PERFORMANCE CHECKLIST*).
1.2.3.	MAINTAINS SPECIALIZED AND QUALIFICATION TRAINING FILE. Files AF IMT 522, *USAF Ground Weapons Training Data*.
1.2.4.	MAINTAINS AND UPDATES PERSONNEL AND TRAINING MANAGEMENT COMPUTER PROGRAM INTO SECURITY POLICE AUTOMATED SYSTEM (SPAS).
1.2.5.	CERTIFIES TRAINING. Certifies training by initialing training received and signs and completes AF IMT 1098, *Special Task Certification and Recurring Training*.

1.3.	CONDUCTS UNIT SECURITY TRAINING.
1.3.1.	PREPARES FOR UNIT SECURITY TRAINING.
1.3.2.	CONDUCTS FORMAL CLASS ON MISSION CHANGE AND REQUIREMENT.
1.3.3.	CONDUCTS FORMAL CLASS FOR SECURITY POLICE AUGMENTEE.
1.3.4.	ADMINISTERS PHASE I QUALIFICATION TRAINING. Administers qualification training to newly assigned security personnel to include local, major command (MAJCOM), and Air Force mission procedures and requirements before an individual is released for duty.
1.4.	OPERATES AND MAINTAINS VISUAL/AUDIO TRAINING EQUIPMENT.
2.	ANCILLARY TRAINING.
2.1.	RESEARCHES REQUIREMENT. Researches training requirement.
2.2.	COORDINATES TRAINING. Arranges for other staff agency to conduct applicable training.
2.3.	DOCUMENTS TRAINING. Documents training on Ancillary Training Record or Air Force approved automated data processing system.
3.	UNIT TRAINING ASSEMBLY (UTA) RELATED TRAINING.
3.1.	DEVELOPS LESSON PLAN AND TRAINING MATERIAL FOR UTA SECURITY TRAINING.
3.2.	DOCUMENTS SECURITY RELATED UTA TRAINING.
4.	STANDARDIZATION-EVALUATION (STAN-EVAL) PROGRAM.
4.1.	MONITORS AND EVALUATES THE OVERALL EFFECTIVENESS. Monitors and evaluates the overall effectiveness of Security Forces (SF) personnel using Stan-Eval inspections and evaluations.
4.2.	PERFORMS STAN-EVAL INSPECTION. Conducts Stan-Eval inspection (written, oral, and performance) within three months after an individual completes qualification training.
4.2.1.	PERFORMS BIENNIAL INSPECTION. Performs Stan-Eval inspection at least every two years in each functional area or work center.

4.2.2.	PERFORMS INITIAL/ANNUAL INSPECTION. Conducts an initial and subsequent annual Stan-Eval of personnel in each duty position.
4.2.3.	COORDINATES WITH CHIEF OF SECURITY FORCES (CSF).
4.3.	COMPLETES STAN-EVAL INSPECTION REPORT. Signs off the inspection report, sends a copy of the report to the CSF and inspecting official, and files a copy in the Stan-Eval section.
4.4.	PERFORMS FOLLOW-UP WITH CSF. Coordinates with CSF to ensure that he reviews the report, validates the findings, and sends the report to the appropriate activity to correct the findings.
4.5.	COMPLETES DOCUMENTATION. Documents Stan-Evals on AF IMT 689 or an automated product.
5.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
6.	UNIT TRAINING ASSEMBLY. Performs planning and scheduling task associated with preparation for UTA.
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.